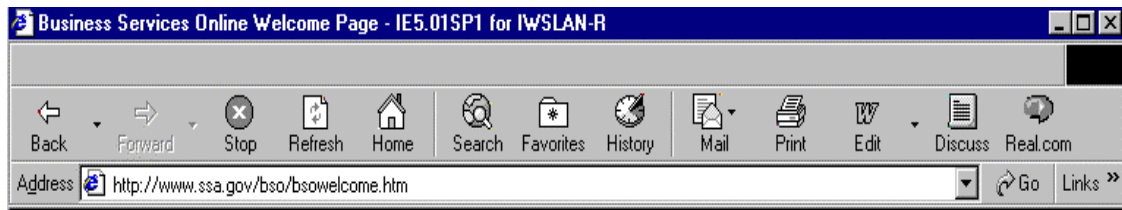


Business Services Online Tutorial

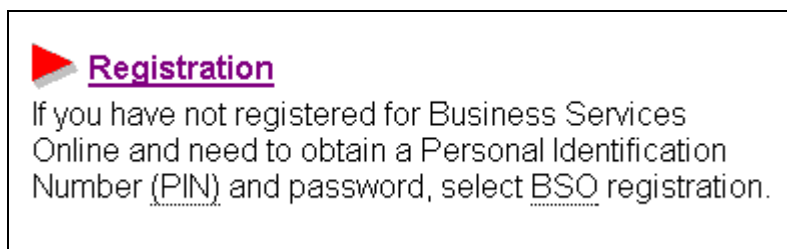
How To Use Business Services Online Registration

Lesson 1: How to register for a Personal Identification Number (PIN) and password

Step 1: Point your browser to the Business Services Online Welcome page
www.ssa.gov/bsowelcome.htm




Step 2: Select the Registration link on the BSO Welcome Page.



Step 3: After reading and agreeing to the Business Services Online Attestation page, select the 'I Accept' button.

Click to Central Content



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Business Services Online

Social Security's Business Services Online (SSBO)

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Please read the following terms of use for Business Services Online.

By selecting the "I Accept" button at the bottom of this statement, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

Information about SSA's Online Policies

The privacy of our customers has always been of utmost importance to the Social Security Administration. Our first regulation, published in 1937, was written and published to ensure your privacy. Our concern for your privacy is no different in the electronic age.

- Details of SSA's Online Privacy Policy.
- Details of SSA's Online Policy.
- The Privacy Act and The Freedom of Information Act.
- Paperwork Reduction Statement.

Information About Registering for Business Services

To obtain a PIN and password, complete the registration form and select the submit button on the following page. The information you submit will be verified against our records.

If your registration is successful, you will receive your PIN online. Your temporary password will be sent to you by regular postal mail. You must change your temporary password the first time you login.

You may update your registration information or change your password at any time. Your PIN will expire if you do not change your password at least once a year. The system will display your password expiration date.

I understand that the Social Security Administration (SSA) will validate the information I provide on the registration form against the information in SSA's files. I certify that:

- I am currently employed by the employer named on the form and have the authority to either attest to the accuracy of the data being submitted or to receive employee wage information for the employer, or
- I am currently employed by the organization named on the form and have the authority to certify and transmit the Internet Inactive Report (IIR), and
- I understand that I may be subject to penalties if I submit fraudulent information. I agree that I am responsible for all actions taken with my PIN.
- I am a person who knowingly and willfully makes any representation to falsely obtain information from Social Security records and/or intends to deceive the Social Security Administration as to the true identity of an individual could be punished by a fine or imprisonment, or both.
- I have read the above and am the individual to whom the password information applies.

Proper Use of Social Security Number Verification Service (SSNVS)

- This service is for registered users only.
- SSA will verify Social Security numbers (SSNs) solely to ensure that the records of current or former employees are correct for the purpose of completing Internal Revenue Service Form W-2 (Wage and Tax Statement).
- Anyone who knowingly and willfully uses SSNVS to request or obtain information from SSA under false pretenses violates Federal law and may be punished by a fine or imprisonment or both.
- Use SSNVS only to verify SSNs of currently or previously employed workers.
 - Do not use the service to verify SSNs of potential new hires or contractors.
 - Company policy concerning the use of SSNVS should be applied consistently to all workers; for example:
 - If used for newly hired workers, verify information on all newly hired workers.
 - If used to verify information on other workers on your data base, verify the information for all workers on the entire data base.
- SSA will advise you when a name and SSN you submitted does not match our records.
 - This response does not imply that you or your employee intentionally provided incorrect information about the employee's name or SSN.
 - This response does not make any statement about your employee's immigration status.
 - This response is not a basis, in and of itself, for you to take any adverse action against the employee, such as laying off, suspending, firing, or discriminating against the employee.

If you rely only on the information SSA provides regarding name and SSN verification to justify adverse action against a worker, you may violate Federal law and be subject to legal consequences.

User Certification for Individual Employers - Please Read Carefully!

- I certify that I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)."
- I certify that I am verifying SSNs solely to ensure that the records of my current or former employees are correct for the purposes of Form W-2 reporting.
- I certify that I have the authority from my employer (or am the owner of the company) to transmit employee SSNs and identifying information and to receive the results of SSNVS.
- I understand that I may be subject to penalties if I submit fraudulent name and SSN information.

Federal Privacy Act Statement for Third Party Submitters

You can use a fee-based approach when offering SSNVS to your clients. However, caution should be taken. SSA offers services, like SSNVS, free of charge. Some companies in the private sector offer those same services for a fee and develop misleading brochures and advertisements. To discourage the use of misleading mailings about Social Security and Medicare, Congress enacted specific prohibitions in Section 312 of the Social Security Independence and Program Improvements Act of 1994 that broadened the existing deterrents. The prohibitions are codified at Title 42 of the U.S. Code, Section 1320b-10. You should ensure that you are aware of these legal provisions and conform to their requirements and:

- Be cautious not to suggest to your clients that this service is only available through you;
- Advise all customers that this service is available at no cost from SSA and that this service is not a unique or exclusive arrangement between SSA and your company; and
- Be sure not to give any impression when describing your SSNVS service that your company has obtained an arrangement that allows direct access to SSA data bases, program software, etc.

User Certification for Third-Party Submitters - Please Read Carefully!

- I certify that I have read and understand the above section titled "Proper Use of Social Security Number Verification Service (SSNVS)" and the "Federal Privacy Act Statement for Third-Party Submitters".
- I certify that I am verifying SSNs solely to ensure that the records of my client's current or former employees are correct for the purposes of Form W-2 reporting.
- I certify that I am authorized, under valid contracts with all outside employers or any individual for whom I will request SSN verification, to transmit employee SSNs and identifying information and to receive the results of SSNVS.
- I understand that I may be subject to penalties if I submit fraudulent name and SSN information.

By selecting the "I Accept" button, you are certifying that you understand and agree to the terms of use for Business Services Online that pertain to the type(s) of access you are authorized.

I Accept

I DO NOT Accept

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.


Step 4: Complete the Business Services Online Registration form.

(Note: Fields marked with an asterisk (*) MUST be completed.

Do NOT use punctuation in any field. This includes dashes in phone numbers.

Help pertaining to each field is located at the bottom of the page.)

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[Registration for Business Services Online](#)

Form Approved: OMB No. 0960-0626
Expires 11/30/2003

NOTE: Accountants, CPA's, etc.
You only need to register once in your own firm's name. You can then conduct business for as many clients as you wish.

Quick Help!

- Fields marked with an asterisk (*) MUST be completed.
- Do NOT use punctuation in any field. This includes dashes in phone numbers.
- Please do NOT use your browser's navigation keys during this application.
- Use of the browser's navigation keys may cause a loss of data.
- [Help pertaining to each field is located at the bottom of the page.](#)

Information About You:


This part of the form gathers information about you, the employee requesting a Personal Identification Number (PIN). The information you provide will be compared to our records to verify your identity.

First Name:*
Middle Name:
Last Name:*
Suffix: (Jr, Sr, II, III, IV)
Social Security Number:*
Date of Birth: (m m d d c c y y)*
Address Line 1:*
(Your Password will be mailed to this address)
Address Line 2:
City:*

If you are located in the U.S.:

State:
Zip Code: -

If you are located OUTSIDE the US:

Foreign State or Province:
Postal Code:
Country: 

Work Phone Number:*
Extension:
Fax Number:
E-mail:

Information About Your Company or Business:

This part of the form gathers information about the company that employs you or that you own. The information you provide will be compared to our records to verify that you currently work for the company or business whom your are representing.

Company Name or Business Name:*
Company Phone Number:*
Extension:
Employer Identification Number (EIN):

OR ☐

I am Self Employed and DO NOT have an EIN:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

Step 5: Select the 'Submit' button to process the registration form. Select the 'Cancel' button to end the registration request.

Step 6: After selecting the Submit button, your Personal Identification Number (PIN) will be display.

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[Personal Identification Number \(PIN\) and Password](#)

Your Personal Identification Number (PIN) for Business Services Online is:

7W7777WW

Please record this number for your future use. You will need this number AND your password to access Business Services Online.

Your temporary password will be sent to you by first class mail within 2 weeks. In the meantime, you may access some of the BSO features using your PIN and SSN for up to 30 days. You must wait for your password to utilize the other BSO functions.

[BSO Login Page](#)

SSA is one of the leading government agencies at the forefront of advances in technologies. We invite you to partner with us by participating in our Voice Print project. Participation in this pilot is **NOT** required to use BSO. If you are interested in learning more about this project select the link below.

[I would like more information about participating in SSA's Voice Print project](#)

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

(Note: You can use your assigned PIN, with your SSN as your password to login to Business Services Online for up to 30 days after you register. Your password will be mailed to you within 2 weeks.

Lesson 2: How To Change Your Password

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Change your Password' link.

(**Note:** You must change your password at least once a year in order to keep your PIN active.)

Registration Services:

► **Change your Password**

Your password must be changed at least once a year in order to keep your PIN active.

► **Update your Contact Information**

Update or change your registration information -- correct address, phone number or company phone number.

► **Deactivate your PIN**

Deactivate your Personal Identification Number (PIN).

Step 3: Complete the 'Change your Password' form. Then select 'Submit' to process or 'Cancel' to exit.

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[Changing Your Password for Business Services](#)

You can change your password for Business Services Online by completing this form. You may change your password at any time and as often as you want.

Your password must be eight characters long and be a combination of letters and numbers. That is, there must be at least one letter and at least one number in your password. The other seven characters may be all letters or all numbers or any combination.

You must change the temporary password you received by mail after you registered for Business Online Services on your first visit. You will also be prompted to change your password once a year.

Enter Current Password:

Enter New Password:

Reenter New Password:

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 4: The password change confirmation page will be displayed after selecting the ‘Submit’ button.



Lesson 3: How To Update Your Contact Information

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Update your Contact Information' link.

Step 3: The Registration Form will display. Update the information you wish to change, then select 'Submit'.

Note: You can only change the following information:

| | | |
|-----------------------|----------------------|----------------|
| Name | Date of Birth | Address |
| City | State | Zip Code |
| Work # | Fax # | E-mail Address |
| Company/Business Name | Company Phone Number | |

Step 4: The contact information updated will be displayed after selecting the 'Submit' button



Lesson 4: Deactivate Your PIN

Step 1: Select 'Login' link from the Business Services Online Welcome Page after reading and agreeing to the Business Services Online Attestation page, select the '**I Accept**' button. The Login page will be displayed. You must login with your PIN and password.

Step 2: The Business Services Online Home Page will display. Select the 'Deactivate your PIN' link.

Registration Services:

► **Change your Password**

Your password must be changed at least once a year in order to keep your PIN active.

► **Update your Contact Information**

Update or change your registration information -- correct address, phone number or company phone number.

► **Deactivate your PIN**

Deactivate your Personal Identification Number (PIN).

Step 3: Complete the Deactivate your PIN form. Select 'Deactivate' to process or 'Cancel' to exit.

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[Deactivating Your Personal Identification Number \(PIN\) for Business Services](#)

To deactivate your PIN, enter your Password, select the reason for requesting deactivation and press the "deactivate" button at the bottom.

Password:

I want to deactivate this PIN because:

☒ I am no longer authorized to use Business Services Online.

OR

☐ This PIN was compromised (e.g., disclosed to an unauthorized person).

Deactivate

Cancel

Have a question? Call **1-800-772-6270** to speak with Employer Customer Service personnel.
For TDD/TTY call **1-800-325-0778**.

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Step 4: The deactivated PIN confirmation page will be displayed after selecting the ‘Submit’ button.

